



Commonwealth of Virginia
Department of Aviation
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Policy and Procedures Guidance Bulletin #1

Topic: subconsultant costs as part of scope preparation for state funded projects (no federal funding) under the Airport Capital Program June 20, 2006

Issue: When subconsultant firms are asked to provide their actual costs and man-hours for scopes of work for state funded projects that are to be reviewed and approved prior to sponsors requesting funding, the subconsultant firms are reluctant to provide actual costs. One reason for this reluctance is the time frame between the scope preparation and a prime consultant's direction to begin work. The subconsultant firms prefer to provide estimated costs and man-hours to the prime consultants.

Guidance: DOAV requires that actual proposals be presented as part of all scopes of work and bids for planning studies, environmental studies, engineering design projects, and construction projects when the scopes are submitted to the department for review and approval.

Should subconsultant costs and man-hours justifiably change after funding has been approved by the Virginia Aviation Board, DOAV has the authority to increase tentative allocations up to 10 percent.

Sponsors are required to have the scope for a state funded project approved by DOAV prior to requesting funding and to submit a grant application within 60 days of the approval of a tentative allocation. These requirements should minimize the time between the proposal preparation and the prime consultants direction to begin work.

Reference: *Airport Program Manual*
6.3.1 Preparation of Project Scopes
6.5.1 Tentative Allocations

Distribution: Airport Sponsors and Managers
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